Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting
January 26, 2017

Present:

Directors: D. Doty, C. Marchaunt, W. Benton, M. Moroney
Via telephone: P. Cohen
Staff: T. Griesbach, J. Robertson, J. Landers
Absent staff: J. Parminter
Contracted temporary staff: Kirk Klemcke
Guest: B. Arnold, Bill Dolmovic-High Sierra Snow Removal, D. Robertson

The meeting was called to order at 12:35, followed by the flag salute. Mr. Doty welcomed our guests.

Comments from the Public

In response to question about the condition of snow removal within the Ponderosa subdivision Mr. Doty stated that the highway is clear. Most of the subdivision roads are clear; there may be a few cul-de-sac roads that need more work done. Some driveways are not completely done, but that is not a PCSD issue. Mr. Dolmovic is having equipment problems and having to work on his machines.
The season total (per Jim Parminter) is 14 feet.
There are several young people offering their services, for a fee, in shoveling decks, walkways, clearing propane tanks, etc.

Mr. Dolmovic arrived. He brought a new invoice and a correction for the previous invoice. The previous invoice amount was $14,712 (the county underpaid by $55.00); the new invoice is for $27,471.25. The treasurer will submit the new invoice to county and request correction on the previous invoice amount.
Mr. Dolmovic reported that his equipment and operators have been running 12-16 hour days in an effort to clear. We have not had a storm like this since 1997. The board thanked Mr. Dolmovic and his crew, Tim Harness, Ron Erb and Brain Swanson for their work in clearing the subdivision and making sure the full time residents were taken care of. Mr. Dolmovic thanked the board and community as a whole for their support of him and his crew over the last several days.
Mr. Dolmovic departed.

Acceptance of Minutes from Nov 10, 2016 regular meeting.

Having been reviewed, it was moved, seconded and passed unanimously to accept the minutes of the November 10, 2016 meeting as written.

Water Manager Report – not present to report. Report by Water coordinator.

Our water test samples will continue be collected by licensed water operator Klemcke from Camp Nelson until Mr. Robertson can return work for PCSD, or until Mr. Parminter obtains a water operator's license.

The December and January samples returned absent for total coliform.
Holby well remote access is completed and working. There was a total cost of $16,646.26, saving tens of thousands of dollars over the original proposal in the preliminary engineering report for the water system improvement project. This remote access allows for control of the

Holby wells and transfer pump without having to walk into the site during bad weather and dangerous conditions. These costs also included repairs to the Holby well site, along with installation and connection of Summit pumps.

There was a leak on Tamarack. New connections installed by Hobbs during system improvement project failed. These were compression fittings that came apart on 2 different service lines. They have been replaced with threaded fittings. 4 Creeks will be contacted to see if this was a design problem or if Hobbs did not follow the proper design specs – PCSD will see if there is any legal recourse.
The failed connections resulted in a total loss of water from Summit tank. The loss flow was not sufficient to trigger the auto shut-off valve. Once the leak was detected, Tamarack was isolated and water service restored to the remainder of the subdivision. There was no one in residence on Tamarack at the time; service is now restored to Tamarack as well.

There was a discussion about the snow load on the Summit tank, especially important if the tank is empty. It was determined it should be cleared. Mr. Benton left the meeting at 1:05 and returned about 30 minutes later. As there was a quorum present, the meeting continued during his absence. Mr. Benton contacted a crew who will clear the snow from the tank.

Communications
Received
From County Assessor – annual asset report
From State Water Resource Board – amendment to permit only applies IF we serve a public school.

Staff Reports:
Secretary:
The Agenda for Jan 5 meeting was posted to website, by direct link on the home page, on Sunday January 1 with the packet at 3:39 pm – that meeting was canceled and a notice posted to the website.
The meeting for Jan 26 was posted Sunday Jan 22 at 9:48 pm. The original packet was still available.
In Nov attended Board Sec training:

- Policy writing all day workshop – received good information and workbook with templates to create policies, procedures and task lists.
  Policy directs the choices and actions of staff as the work (together or alone) to carry out the mission(s) of the district.

Our mission has been defined as "providing pure mountain water and effective snow removal services to the Ponderosa community"

Policy= any specific rules (decisions) made by management (the Board)
Procedure = steps taken in chronological order that action is taken by more than one person (team)
Task = steps for ONE person

Not every policy will require a procedure or task outline.
Policy can include the following: rules, definitions, deadlines (i.e. what does 'timely manner' mean), assign responsibility, criteria, legal requirements, and court rulings.

- There are some new rules for fee increases subject to Prop 218
- Human Resources/Employee policies – 'at-will' versus 'for-cause' employees. The default in CA is all employees are considered 'at will'; however, someone who passes a probationary period is generally considered 'for cause'. This situation can be

addressed by a written policy that states passing probation does not change status; employees remain 'at will'.

The secretary will begin creating written policies of current practices for the board to review, discuss and accept as schedule allows.

December – submitted annual water usage report to **S**tate **W**ater **R**esources **C**ontrol **B**oard

Updated website – the Brown Act is being amended to include website postings and public transparency requirements. It is not yet required but will be by 2018 (?) that the most current agenda is accessible in the home page through a direct link – CSDA recommends early compliance. This is now done on our website.

I need monthly water production totals in order to complete the annual water production report in Dec of each year.

General Manager

- trying to contact Joel Grayhouse at SWRCB – about completing an income survey for Ponderosa
- has 2017 employee poster with new required section on industry/wage comparison

Financial Coordinator

No report to add

Treasurer's Report:

Snow budget: to date we have spent $34,657.50, this does not include the invoice presented today. Current budget balance $55,342.50; however there is plenty in reserves.

Water budget: we are down to $1300 in contract labor with a $1600 invoice from Matt Goldsmith. Treasurer wants to take the remaining $3000 out of contingencies and move to professional and special expense in order to pay contract labor. It was moved by D. Doty to accept Resolution 2017-133-A authorizing the treasure to submit a request to the County of Tulare that the 2016-2017 fiscal year budget for line item 740/7043 Professional and Special Expense to be increased by $3000.00. Furthermore this increase shall be funded by transferring $3000.00 from 740/7432 contingencies. The motion was seconded and passed by the following roll call vote.

D. Doty - aye
C. Marchaunt - aye
W. Benton - aye
Mr. Moroney – aye
P. Cohen – aye

Additionally the treasurer requested that the board consider transferring $5000 from the payroll budget line 740/6100 to professional and special expense 740/7043 at the next meeting. The county said this transfer does not require a budget adjustment or resolution. However, the secretary recommends any transfer of funds be done by resolution, whether the county requires it or not. A resolution will be prepared for the February 2 meeting.

It was moved, seconded and passed by those present to accept the January treasurer's report as presented.

Water Coordinator's Report

See water manager's report

Snow Coordinator/Monitor:
Mr. Doty has received 2-3 phone calls about snow needing to be removed promptly.
Need input from Mr. Dolmovic on his procedure for removing snow, the order streets are cleared, then the secretary can create a document to keep in file and be used by the board to answer any questions.
It was discussed that we need to send a letter to all cabin owners reminding them about the Winter Parking Ordinance and asking them to inform renters or other who use their cabins to not park on the streets. Violators are subject to being towed.

Monitor: not present to report

PPOA Liaison – nothing to report

Forest Service Liaison - Nothing to report

Director's Comments:
none

Paul Cohen disconnected at2:27

Unfinished Business

Ongoing items
Holby Well remote controls – completed and working
Well houses - will be completed in the Spring/Summer as weather and budget permit
Add new item to ongoing list – policies/procedures/task lists as proposed to be reviewed, discussed and accepted by the board

New Business

- Annual organizational meeting - Election of Board officers, President, V. President Designation of Water Coordinator, Snow Coordinator, Snow Monitor, Financial Coordinator, and Board Secretary
  The proposed slate of officers and positions are as follows:
  President – Dale Doty
  Vice Pres – Cheri Marchaunt
  Water Coordinator – Dale Doty
  Snow Coordinator – Bill Benton
  Financial Coordinator – Mike Moroney
  Member at Large – Paul Cohen
  Snow Monitor – Jim Parminter
  Board Secretary – Jennifer Robertson

It was moved by M. Moroney to accept the slate of officers and positions as proposed; it was seconded, hearing no objections, the motion carried.

The meeting scheduled for the January 5, 2017 had to be canceled due to power outage and weather conditions. That meeting was rescheduled for today January 26, 2017. Due to scheduling conflicts and the need for a quorum, the next regular meeting will be held the first week of February.
The next meeting will be Thursday February 2, 2017 at 12:30 pm in the district building.

Adjournment at 2:35 pm

Minutes prepared by Jennifer Robertson/Board Secretary